NCH Software
Fling File Transfer

This user guide has been created for use with

Fling File Transfer Version 5.xx

Technical Support

If you have difficulties using Fling File Transfer please read the applicable topic before requesting support. If your problem is not covered in this user guide please view the up-to-date Fling File Transfer Online Technical Support at www.nchsoftware.com/fling/support.html .

If that does not solve your problem, you can contact us using the technical support contacts listed on that page.

Software Suggestions

If you have any suggestions for improvements to Fling File Transfer, or suggestions for other related software that you might need, please post it on our Suggestions page at

www.nch.com.au/suggestions/index.html .

Many of our software projects have been undertaken after suggestions from users like you. You get a free upgrade if we follow your suggestion.

Fling File Transfer

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NCH Software Suite

This is a useful way to browse all the software available from NCH Software
You can see a set of products by type like Audio, Video and so on and view the product. From there you can try out the product and it will download and install it for you to trial. If you already have the product installed then you can click "Run It Now" and the program will be launched for you.
There is also a list of features for products in the category. Click on a feature, such as "Edit a Video File", to install a product with that ability.
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Introduction

Thank you for installing Fling.

Fling is software that makes it easy to upload or transfer files. It is perfect for maintaining a web site on a remote hosted server or to automate back up of folder files. Fling supports both file transfer protocol (ftp) upload, network file transfer and transfer between computers or external hard drives.

After you install the Fling File Transfer Software you setup one or more Fling folders. These folders exist on your local computer. You can work in the folder like any other folder on your computer. Whenever you add or change any file in the folder just right click on it and select "Fling->Upload" and Fling will transfer the file to the correct location on a remote ftp server or network folder. The operation can also be set to be automatic (upload as soon as the files are changed) or at a preset interval (e.g., every hour).

Fling is available in a free version or as a paid version with more features for pro users. We made Fling to help maintain our company's own web sites and folder backups and to help our customers using our BroadWave Streaming Server. If you are looking for a more standard FTP client for downloading and uploading single files, try our Classic FTP File Transfer Software. If you like Fling, please try some of our other programs on www.nch.com.au/software. Some of those programs are also free.

Features
- Full featured ftp software client.
- Supports transfer using the file transfer protocol via the internet, ordinary local area network, between computer or to external hard drives.
- In automatic mode it will automatically detect when a file is changed and transfer or upload it. In this way it works as a ftp or file system mirror.
- Works within File Explorer. To manually update a file just right click on the file and select Fling.
- Can be set to automatically upload at preset intervals.
- Can be integrated or linked to from other programs using command line arguments to create automation upload systems.
- Runs as a service so Fling can run when logged off on a server to automate transfer in the background.
- Installs in just minutes. Very easy to use for day-to-day operation.

System Requirements
- Windows XP/2003/Vista/2008 and Windows 7/8/10

How to use Fling to Upload files to a Website

Before you set up Fling, you should have the following information:
- The FTP server. This can be in dotted IP form (e.g., 69.10.42.210) or in domain form (e.g., ftp.nchsoftware.com).
- Your username and password.
- The directory to load files to your web server. This could be something like /home/yourco/www/html or /var/www/html.

If you are not sure you know this information, contact your web hosting company or server administrator.
- From the Fling main window, click **New** on the toolbar. This will open the Fling Folder Wizard for setting up your transfers.
- Select the first the option **To upload and maintain files on a website using FTP.**
- Enter the server details and click Next.
- Choose the location you want to upload or back up your files to using the Browse button. Click Next.
- Choose the location on your computer you want to copy or upload files from using the Browse button. Click Next.
- Choose how you want the transfer to take place. See Fling Folder Wizard ~ Scan and Update Mode in this manual for details about the options.
- Fling will then create a Folder Entry for the transfer. Click OK to see the folder summary and to finish the wizard.
- You may cancel the current upload by either pressing the "Cancel" button on the toolbar or pressing the Escape key.

After you have set up the folder, you can view the contents of the folder by double-clicking the folder from the list on the Fling main screen.

You can edit the files or change them by working in the local folder. When done, right click on the file and select Fling->Upload to update the remote folder manually. Fling will then upload the file. To delete a file, do not delete it with File Explorer. Instead right-click on the file and select Fling->Delete. To rename a file, copy the file, rename the new file, and then delete the old one.

Note: When set to automatic transfer, or scan at interval, Fling auto-detects files by date and using the archive attribute on the files. If you copy a file you may need to upload files manually.

How to use Back up a Folder of the Network

Fling can be used to back up a folder to another location on a network, hard drive, or USB drive.

- From the Fling main window, click **New** on the tool bar. This will open the Fling Folder Wizard for setting up your transfers.
- Select the third option **To back up files over a network** and click Next.
- Choose the location you want to back up or copy your files to using the Browse button. Click Next.
- Choose the location on your computer you want to back up or copy files from using the Browse button. Click Next.
- Choose how you want the transfer to take place. See Fling Folder Wizard ~ Scan and Update Mode in this manual for details about the options.
- Fling will then create a Folder Entry for the transfer. Click OK to see the folder summary and to finish the wizard.
- You may cancel the current upload by either pressing the "Cancel" button on the toolbar or pressing the Escape key.

Fling will regularly scan for new files and copy them. To copy all existing files you should also right-click on the folder in the main list on Fling and select Upload All Files.

Note: When set to automatic transfer, or scan at interval, Fling auto-detects files by date and using the archive attribute on the files. If you copy a file you may need to upload files manually.

Keyboard Shortcuts

The following chart is a reference for all the keyboard shortcuts you can use while the Fling application window is open.

Symbol or Action	Key Shortcut
Burn selected folder	Ctrl+B
Open folder	Ctrl+E
New folder	Ctrl+N
Open Fling Settings	Ctrl+O
Open Folder Properties	Ctrl+P
Scan for New Files	Ctrl+U
Scan for New Files All	Ctrl+A
Remove Folder	Delete
Cancel upload	Esc
Help	F1
Exit Close to Tray	Alt+F4

Troubleshooting Problems

FTP Problems If you cannot upload to an FTP server:
- Click on the **Test FTP Settings** button from Folder Properties dialog.
- Check all your server details thoroughly, including the directory.
- Check your server uses passive FTP.

See http://www.nch.com.au/kb/10047.html for more help troubleshooting ftp connection problems.

Auto-Scan Problems

By default Fling uses the file's modification time and the archive flag to determine if upload is required. Most problems occur if a program or copy does not set the modified or archive flag. If this happens, right-click on the file and select Fling->Upload.

Linking to Fling using Command Line

Fling can be controlled using the command line. This is very useful if you want to automate uploads or transfers from other programs or tools. (e.g., the Windows scheduler).
The exe file is located in c:\Program Files\NCH Software\Fling. In all the examples below when we refer to fling.exe we mean "c:\Program Files\NCH Software\Fling\fling.exe". For 64-bit Windows 7 users, the exe file is located in c:\Program Files (x86)\NCH Software\Fling\fling.exe.
-scan [Name]
This will scan the named folder.
e.g., fling.exe -scan MyFolder
-scanall
This will update all folders.
e.g., fling.exe -scanall
-upload [FullFilePathInFolder]
Fling will upload that file (it must belong to a Fling Folder).
e.g., fling.exe -upload "C:\MyFlingFolders\Folder1\file.html"
-delete [FullFilePathInFolder]
Fling will delete that file (it must belong to a Fling Folder).
e.g., fling.exe -delete "C:\MyFlingFolders\Folder1\file.html"
-download [FullFilePathInFolder]
Fling will download that file (it must belong to a Fling Folder).
e.g., fling.exe -download "C:\MyFlingFolders\Folder1\file.html"

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A party who intends to seek arbitration must first send to the other, by certified mail, a written Notice of Dispute ("Notice"). The Notice to NCH should be addressed to:

Legal Department
NCH Software, Inc.
6120 Greenwood Plaza Blvd, Ste 120
Greenwood Village CO, 80111
USA

("Notice Address"). The Notice must (a) describe the nature and basis of the claim or dispute; and (b) set forth the specific relief sought ("Demand"). If NCH and you do not reach an agreement to resolve the claim within 30 days after the Notice is received, you or NCH may commence an arbitration proceeding. The amount of any settlement offer made by NCH or you shall not be disclosed to the arbitrator.

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Screen References - Pending Uploads

This is a list of all the uploads that are currently pending.
Files will appear in the list when there has been a request for the file to be uploaded and the system has not yet completed the request.

Removing/Canceling pending uploads
Selected files will be removed from the pending upload list when the **Remove Selected** button is clicked.

Removing files from the pending list will stop the file from being sent to the FTP server.
Note that this list is not refreshed whilst it is displayed, therefore it may be the case that some of the selected files may have already been sent to the FTP server while the list is being displayed. Canceling an upload of a file that has already been sent to the server has no effect.

Screen References - Fling Housekeeping

This dialog is used to view the differences between local and remote folders and to clean up the changes. You can find the Housekeeping function in the Folders menu.

Upload

Use the **Upload** button to send the selected file to the remote folder.

Download

Use the **Download** button to retrieve the selected file from the remote folder.

Delete

Use the **Delete** button to remove the selected from its location.

Close

Close the Housekeeping window.

Screen References - Options ~ General

Service
The file transfer engine runs as a background service. By default it runs on the Local System account. You may need to change this to another account if you need to access a network folder.

Startup Run Mode
Run Fling automatically on system startup
Selecting this option allows Fling to start up automatically whenever a user logs onto the computer.

Select the run mode
If the option above is selected you can also choose whether you want Fling to start before or after logon, for only you or all users, and if you want the Fling icon to appear in the system tray.

FTP Options
Some older servers do not allow files with spaces or upper case file names. In order to support these, by default Fling replaces spaces with underscores and converts all files to lower case. But if you believe you have a newer FTP system, you can turn off the option and try to upload files. Files will then have case and/or spaces preserved.

- **Retry FTP connections on failure**
  Tick this option to automatically retry the FTP action if a problem occurs with the connection. You can select the number of times it will retry, defaults to 5 times.
- **Replace spaces with _ underscores in file/folder names when ftp operation fails**
  Tick this option to replace all spaces in file and folder names containing underscore characters. This may be necessary if the FTP server does not support file names with embedded spaces. Fling will try to use the original name first, but if it fails it will try again with underscores.
- **Convert file/folder names to lowercase when ftp operation fails**
  Tick this option to convert all file and folder names to lowercase characters. This may be necessary if the FTP server does not support uppercase. Fling will try to use the original name first, but if it fails it will try again with all lowercase.
- **Verify all uploads**
  After a successful upload, redownload the file and compare it is identical to the original file uploaded.

Taskbar Notification
- **Show errors as bubble tip on task-bar tray**
  Check (tick) this option to show error messages as bubble tips over Fling's icon in the taskbar tray.
- **Show upload OK message as bubble tip**
  Check (tick) this option to show upload success messages as a bubble tip over Fling's taskbar icon.
- **Confirm after right-click Remove this Folder**
  Check (tick) this option to require the user to confirm the deletion of folders when the "Remove this Folder" option is selected from the Right-Click context menu for the folder.

Screen References - Options ~ Accounts

Global Folder Exclusion
- **Exclude folders based on the mask**
  Use this field the same way as the account Folder Exclusion option, but it will apply to all folders.
- **Less logging for inclusions/exclusions**
  Tick this option to not log when a file is included/excluded from being uploaded

Double-Click Action
The Double-Click action for the list of Folders on Fling's main window can be assigned to one of the following:
- **Open the Folder**
  Select this option to view the contents of the local folder.
- **Scan the Folder**
  Select this option to scan for and upload changes to the local folder.
- **Display Folder Properties**
  Select this option to display the Properties for the folder.

Screen References - Upload Folder ~ Folders

When you click the Properties icon from the main toolbar, this dialog will display the folder transfer properties of the selected folder. You can make changes to the folder transfer from here, if needed.

When you choose the Other transfer options (skip to Advanced Setup) option from the first step of the Fling Folder Wizard, this dialog is where you can set up a new folder transfer without using the wizard.

Remote Folder (transfer files to this folder)

Transfer to a remote Web Server using FTP

Select this option to transfer files by FTP. The FTP administrator can provide all these FTP settings if you do not already have them.

Please note that the FTP server must be set to accept connections in passive mode.

Transfer to a remote Network Folder

Select this option to transfer files to a folder. Enter the path to the remote folder here (or click on the Select button).

Note that if the remote folder is on the network you will need to provide the Fling service with network logon details using the 'Change Service Account' button in Options->General. See Service Settings for more.

Local Base Folder (transfer from this folder)

This is the local folder used as the base for the files. Files will be transferred and mirrored from this folder. Usually, this folder will be on your local computer but it can also be on the network. If you do use a network folder you may need to supply a Service Logon.

Screen References - Upload Folder ~ Scan and Update Mode

Scan and Update Mode

Select when and how folders will be uploaded from this dialog, which is found on the second tab of the Folder Properties dialog. There are more advanced upload settings offered here than are in the Fling Folder Wizard.

Note: All automatic file update modes are based on file modified date and archive attribute. If you copy an earlier file you might need to upload it manually (right-click, Fling->Upload).

Manual (right-click on file(s) and select Fling->Upload)

When this option is selected, upload a file by right-clicking on the file in Windows Explorer and selecting Fling->Upload.

Automatic (update whenever a change is detected)

When this option is selected, Fling will try to auto-detect changes in the folder and upload any new or changed files automatically.

Scan Folder for changes

When selected to upload changed files select the site and click the Scan button. Fling will then scan through the folders for any changes that need to be uploaded.

See the **Scan Folder Options** below for more options.

Do not allow deletion of remote files

When ticked, you will not be allowed delete remote files and folders.

Delete local file after upload

When ticked, the original file will be deleted after upload or file transfer. This option is not recommended.**Delete empty subfolders after upload**

When ticked, if a subfolder is emptied after upload or file transfer, the subfolder will be deleted as well.

Exclude files based on the mask:

When ticked, Fling will not upload any files with a name matching the mask.

> **Files to exclude**
> Exclude these types of files, Fling will use these file patterns to test if the files are allowed to be uploaded.
> Multiple file patterns should be separated by a semi-colon.
> For example, the pattern ***.exe;*.bak;old*.***
> will prevent any files matching *.exe, *.bat or old*.* from being transferred.
>
> **Do not allow files without an extension**
> When ticked, Fling will not upload files that have no extension.
>
> **Exclude folders based on the mask:**

When ticked, Fling will not upload folders that match the mask. This is helpful when using Fling on directories that are source controlled and you don't want the .svn folder (for example) to be uploaded. This is also useful if there is a "temp" subdirectory in your Fling folder you do not want uploaded.

For example the pattern **.svn;C:\MyFolder\temp**

will not upload anything in any subdirectory called ".svn" or anything in the specific directory "C:\MyFolder\temp".

Include only files based on the mask:

When ticked, Fling will only upload files with a name that matches the mask.

> **Files to include**
> Include only these types of files, Fling will use these file patterns to test if the files should be uploaded.

Multiple file patterns should be separated by a semi-colon.

For example the pattern ***.doc;*.xls;file*.***

will allow only files matching *.doc, *.xls or file*.* to be transferred.

Scan Folder Options

Scan Folder Options are applied when **Scan folder for changes** has been selected as the Scan and Update mode.

Scan Folder on Demand

When selected, Fling will only upload files in the folder when you select the folder and click Scan. Files can also be updated individually by right-clicking and selecting Fling->Upload from Windows Explorer.

Scan at Preset Interval

When this option is selected, Fling will regularly scan the folder for any changes and transfer any changed or new files at the interval you specify.

Check Interval in Minutes:

If the Scan mode has been selected, designate how many minutes Fling should wait between scans.

Synchronization Options

Synchronisation Options are applied when **Scan folder for changes** has been selected as the Scan and Update mode.

Upload Only

When this option is selected, Fling will only automatically upload files to the FTP site.

Download Only

When this option is selected, Fling will only automatically download files from the FTP site. The scanned download is done by checking the modified times of the files in the remote folder/FTP site.

Synchronize

When selected Fling will upload and download files to synchronize both folders.

Be careful when using this option. If the same file has been modified on both the local and remote folders, Fling will overwrite one of the files with the preferred file.

Synchronize (prefer remote)

When selected, Fling will prefer the remote copy of the file over the local, overwriting the local copy.

Synchronize (prefer local)

When selected, Fling will prefer the local copy of the file over the remote, overwriting the remote copy.

Screen References - Fling Folder Wizard ~ Select Type of Folder

This is the first step of the Fling Folder Wizard that you see when you click **New** from the main screen toolbar. Select the option you want to use Fling for:

To upload and maintain files on a website using FTP.
This option allows you to upload and maintain the files required by your website. With this option you can have a copy of your website folders on your local computer and Fling will upload any changes you make to your website.

To back up files between hard drives.
This option allows you to back up a folder to another folder on your computer.

To back up files over a network.
This option allows you to back up a folder to a folder on another computer on the local network.

To back up files over the internet using FTP.
This option allows you to back up a folder to a folder on an FTP server account.

To automate regular copy of files to USB drive.
The option allows you to keep a folder synchronized with any removable storage such as a USB drive.

Other transfer options (skip to Advanced Setup).
Allows you to manually define the way you want to use Fling.

Screen References - Fling Folder Wizard ~ Set the Service Engine Information

On this step of the Wizard, you will be asked for a username and password to allow the background service to run smoothly while copying files. See Service Settings Help for more information on the background service.

Username:
The username of the account that you are going to be using to upload files to the network.
Password:
The password for the account.

Screen References - Fling Folder Wizard ~ Select Local Folder

On this step of the Wizard, you will specify which local folder you will upload, back up, or copy *from.*

Folder:
Type the folder's file path or click the browse button to browse to the folder's location.

Mark any existing files as being already transferred
Check (tick) this option if you do not want all existing files within this folder to be transferred.

Screen References - Fling Folder Wizard ~ Select Remote Folder

On this step of the Wizard, you will specify which local folder you will upload, back up, or copy *to.*

Folder:
Type the folder's file path or click the browse button to browse to the folder's location.

Mark any existing files as being already transferred
Check (tick) this option so that all existing files with in this folder will not be transferred.

Screen References - Fling Folder Wizard ~ Set up FTP server account settings

This is the wizard page you'll see after selecting to maintain files on a website or to back up or upload files using FTP. If you don't know the information required on this screen, check with your server administrator.

Description:
Enter a simple description for this FTP server, e.g., Main FTP project server.

FTP Server:
Enter the FTP server address, e.g., ftp.myftphost.com or 123.120.11.2

Port:
Enter the port number. 21 is the default for FTP.

Username:
Enter the FTP Username. For an anonymous login try "Anonymous."

Password:
Enter the FTP User Password. For an anonymous login enter your email address.

Directory:
Enter the FTP folder that files will be uploaded in to, e.g., /var/www/html

Test FTP Settings
Click the **Test FTP Settings** button to confirm that Fling can connect to the FTP account using these settings."

Secure FTP:
When working with FTPS servers, ensure this is checked.

Screen References - Fling Folder Wizard ~ Scan and Update Mode

This step of the Wizard allows you to designate how the folder will be updated.

Manual (right-click on files in the folder and select Fling->Upload)

When the Manual option has been selected, folder will only be updated when you select one of the Fling options from the file's right-click context menu: "Fling->Download", "Fling->Upload" or "Fling->Delete". To do this, go to the folder and right-click the file. In the context menu that appears, select one of the Fling options to perform either an upload, download or delete.

Automatic (transfer files when a change is detected)

When the Automatic option is selected, as soon as any file changes within the local folder that file will be transferred to the remote folder.

Scan for Changes at a Preset Interval

When the Scan option is selected, Fling will regularly scan the folder for any changes and transfer any changed or new files at the interval you specify. **Check Interval in Minutes:** If the Scan mode has been selected, designate how many minutes Fling should wait between scans.

Scan Folder on Demand (click Scan to transfer all new changes)

When the Scan on Demand option is selected, Fling will scan the selected folder for any changes when you click the Scan icon in the toolbar.

Screen References - Fling Folder Wizard ~ New Folder Summary

The final step of the Wizard shows a summary of your new Fling folder. If anything on this page is incorrect, click the back button to go back and edit the settings for the folder.